

**GEORGIA INSTITUTE OF TECHNOLOGY**  
**SCHOOL OF CHEMISTRY AND BIOCHEMISTRY**

**Safety Inspection Program**

**SELF-INSPECTION PROGRAM**

Each research group and teaching laboratory will be required to perform self-inspections.

The objectives of the self-inspection program are: (1) comply with Georgia Tech and State of Georgia requirements (2) educate, inform, and heighten awareness of students and employees regarding safety in their work environments. It is recognized that the responsibility for lab safety is shared between the supervisor, the department and the Institute. The regular periodic inspections of laboratories and building work areas will also be used to establish funding priorities or corrective action plans to address any issues found through self-inspection.

The U.S. Department of Labor Occupational Safety & Health Administration (OSHA) Laboratory Standard 1910.1450 will be used as a guideline.

To accomplish these objectives, the following plan will be used:

1. Each supervisor (research directors, teaching lab coordinators or appropriate staff managers) will be responsible for the safety inspection in their work areas.
2. Each supervisor may (will) appoint a group safety captain or group representative to oversee the safety in these areas. These appointments will typically be on an annual academic calendar basis.
3. The group safety captain will be responsible for the completion of a self inspection on behalf of the supervisor.
4. A self inspection checklist will be completed for each laboratory (or room) under the control of the supervisor.
5. This checklist will be completed every 90 days by the group safety captain, nominally by the end of each fiscal quarter (Sept 30, Dec 31, March 31, and June 30). A reminder will be sent to the faculty at least two weeks prior to the end of the quarter.
6. Laboratory safety and good housekeeping practices are essential for a safe working environment. It is further recommended that laboratory inspections be performed on a frequent basis by all lab personnel.
7. The supervisor will be required to personally conduct a laboratory or work area safety inspection using the above inspection checklist on an annual basis.
8. At least one annual inspection review will be required by someone external to the group being reviewed. The review may be by a safety committee member or another faculty member. It will be the responsibility of the safety committee to assure that the external review is completed.
9. It is recommended that any annual inspections involving the group captain, supervisor, alternate faculty member and/or committee members be done jointly, if possible.
10. Upon completion, the checklists will be returned to supervisor for review and follow-up as appropriate. In the case of safety inspections resulting in any deficiencies, a "Safety Action Plan" must be developed and a copy submitted to the departmental manager.

**GEORGIA INSTITUTE OF TECHNOLOGY**  
**SCHOOL OF CHEMISTRY AND BIOCHEMISTRY**

11. The departmental safety committee will conduct a failure to comply review, as required, for lab inspections to assure that deficiencies are rectified and appropriate follow-up actions taken.
12. All inspection checklists will be completed by the end of each 90 day cycle and copies provided to the supervisor and the departmental manager for record keeping.
13. A list of any delinquent lab inspections (defined as 45 days or more) will be provided to the Chair of the Safety and Security committee for resolution with the supervisor and group safety captain.
14. A list of any delinquent lab inspections (defined as 90 days or more) will be provided to the Chair of the School of Chemistry and Biochemistry for resolution with the supervisor.
15. It is recommended that the results of safety inspections be discussed at the supervisor's group meetings on at least a quarterly basis.
16. The self-inspection checklist and the quarterly summary checklist sheet will be posted on the door or bulletin board of every room subject to inspection.
17. An outcome of all of the above should be the continuous improvement of the work environment and safety practices in an individual's work area.

Self-inspection checklists will be available on the departmental website or from any member of the department's safety committee.